

# EDUCATIONAL AND INFORMATION TECHNOLOGY COMMITTEE

## TERMS OF REFERENCE



### **PURPOSE:**

Effective Information Technology (IT) oversight requires the establishment of an IT steering committee composed of academic, administration, and IT management. The Educational and Information Technology (EIT) Committee provides oversight of:

- Information Technology strategic planning
- the Information Technology Management (ITM) Control Framework
- the Information Technology Risk Management Framework

The EIT Committee is responsible for:

1. Ensuring alignment of IT Services with the strategic objectives of the Institution.
2. Prioritization and approval of all significant IT-related business investments based on evaluation of business cases; determination of thresholds/criteria for development of IT business cases; and approval of evaluation criteria and weights, with input from the various sub-committees, Service Council, and Deans' Council.
3. Semi-annual approval of the IT Risk Management Framework, assessment of IT and related business risks within the context of this risk management framework, and approval of risk mitigation strategies.
4. Annual approval of the ITM Control Framework.
5. Annual review of the IT strategic plan.
6. Annual report to Service Council and Deans' Council

### **MANDATE:**

The EIT Committee was formed by the President of the College to:

- ensure delivery of IT-based business solutions that create real value for the College;
- review recommendations of the advising committees;
- help inform a multi-year IT strategic plan; and
- review the merits related to proposed solutions and ensure alignment to the College's business needs, mission, and vision.
- decide on adoption, prioritize implementation, and provide oversight on project completion.

### **COORDINATION:**

The EIT committee:

- Has principal authority in creating sub-committees that support and carry out various tasks within the EIT committee mandate.
- Has principal authority in the coordination and approval of all EIT sub-committee recommendations.

## **PLANNING:**

The EIT Committee

- Is responsible for the investigation and formulation of recommendations regarding new and emerging technology initiatives that meet the strategic goals of the College.
- Receives business cases and initiative rationales for Information Technology projects from all RDC staff, departments or divisions requesting technology resources through the budgetary process.
- Recommends the priority level of these projects to the Vice President Academic and the Vice President College Services as input to the Business Plan development process.

## **POLICY FORMATION:**

Recommending authority to Deans' Council and Service Council in the development of new policies and revision of existing policies related to information and communication technology at RDC.

## **FORUM FOR INPUT AND ADVICE**

The EIT Committee provides:

- advice to all areas in all matters related to technology services provided to learners, employees of the College, or other stakeholders.
- advice on any matter as requested by the President, Deans' Council, **or** Service Council.

## **RELATIONSHIP TO OTHER COMMITTEES:**

All sub-committees (ad hoc or standing) struck by the Educational and Information Technology Committee (EIT) report directly to EIT with their findings and recommendations.

Some members of the EIT Committee may also be members of one or more governing bodies of the College (Academic Council, Deans' Council, and Service Council). These members are responsible for alerting the EIT Committee of possible IT related issues between it and these Councils.

## **COMPOSITION:**

- Vice President, College Services (Chair)
- Chief Information Officer (Vice-Chair)
- Vice President Academic or Associate Vice President Academic
- Director, Teaching and Learning
- Director, Financial Services
- Director, Human Resources
- Director, Library and Information Commons
- Sub-Committee Chairpersons

All Members are appointed by the Chair of the EIT Committee.

## **ACCOUNTABILITY:**

The EIT Committee is accountable to Service Council. The Terms of Reference for the Committee are approved by Service Council with advice from Deans' Council.

**REPORTING:**

The EIT Committee provides its annual report to Service Council, and Deans' Council. The annual report is approved by Service Council. The following template provides the minimum reporting requirement for the annual report:

- **Name of Committee**
- **Reporting Period**
- **Membership** (names of members and Chair, identify constituency represented if appropriate)
- **Activities and Accomplishments** (may include how often the committee met, activities and major accomplishments)

**RESPONSIBILITY:**

The Chair is responsible for appointing committee members and for assuring that the committee meets.

**ADMINISTRATIVE SUPPORT:**

The Chair maintains the records of the committee, establishes meeting times, delivers agendas, and carries out other arrangements for the committee.

**OPERATING PROCEDURES:**

The EIT Committee

- meets a minimum of 6 times per year
- may access information from any department or division of the College
- may form any sub-committees, ad hoc or standing
- may invite guests to be present at its meetings

The agenda is set by the Chair with input from all committee members.

**REVIEW DATE: May 17, 2017**

**EFFECTIVE DATE: August 1, 2017**

**REVISION HISTORY: March 31, 2016 (created)**

**Levels of Authority for Decision Making:**

**Decision authority:** The right to make a decision or create a policy without consultation with other individuals or groups.

**Principal authority:** The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

**Shared authority:** Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

**Recommending authority:** The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

**Advising authority:** The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.